



Finance Specialist III

Details

Job ID : 396

Title : Finance Specialist III

Job Code : 1115

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Budget and Policy - Budget

Purpose

RESPONSIBLE FOR FISCAL ASPECT OF FACILITIES

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS RELATED EXPERIENCE MUST BE AS FINANCE SPECIALIST II

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE MAY BE REQUIRED

Job Duties

- REVIEWS OPERATING EXPENSES FOR PUBLIC COJ OCCUPIED FACILITIES
- RESOLVES ISSUES IN AOC/COUNTY ESTIMATED OPERATING COSTS
- ANALYZES INCREASE AND DECREASES IN COSTS
- INITIATES ENCUMBRANCES AND PAYMENTS FOR COUNTY AND LEASED SPACE
- RESOLVES ISSUES IN REIMBURSEMENT
- APPROVES INVOICES FOR UTILITIES, OPERATION, AND MAINTENANCE
- TRACKS FURNITURE AND EQUIPMENT COSTS FOR NEW CONSTRUCTION
- ADMINISTERS COUNTY REIMBURSEMENTS AND PRIVATE SECTOR LEASES
- TRACKS, MAINTAINS, AND ADMINISTERS PAYMENTS ASSOCIATED WITH NON-RECURRING OPERATIONS AND MAINTENANCE ACCOUNT
- OTHER DUTIES AS ASSIGNED